



Sheet of

FOR OFFICE USE ONLY
Vendor No

Auction Date: Vendor's Address:
 Vendor's Name:
 Telephone No:
 E-mail:

Please read the following notes before submitting lots to our auctions:

Minimum reserve is £2.

Lots must be submitted to the Auction Secretary together with a list of the lots on this form, with a brief description of the lot and its reserve price. **Include in the description all the information that you would want if you were considering buying the item, including condition, catalogue number and value wherever possible.** Condition and any defect must be stated (see panel). Catalogue numbers should be SG where possible. Other catalogues must be identified.

The vendor must package and label all lots so that affixing a lot label will not damage the item. Lots should permit the contents to be examined by a potential purchaser without damage, or be provided with a guarantee of authenticity and condition. In the latter case, the vendor shall reimburse the Society for any expenses or payment incurred should the purchaser show good cause to reject the lot.

The full Auction Rules may be found in the society's handbook "*Philately in Basildon*" - copy available on request. For additional lots, please continue on a separate form or sheet of paper. A "soft" version of this form may be obtained from and submitted to len.stanway@btinternet.com. The actual lots must be sent to the Auction Secretary.

Condition Abbreviations:

Please use the following abbreviations to indicate the condition of items in your lots. Any faults (e.g. tears, stains, holes, thins, missing perfs, etc.) must be recorded in the description.

UM Unmounted mint.

MM Mint with full original gum and previously mounted.

Unused No gum.

U Used.

VFU Very Fine Used. superb condition, very light cancel.

FU Fine Used, good condition, lightly cancelled.

Lot No	Category/Country	Description	Reserve	Sold For
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
CARRIED FORWARD TOTAL TO BACK OF FORM				

Lot No	Category/Country	Description	Reserve	Sold For
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25.				
26.				
27.				
28.				
29.				
BROUGHT FORWARD TOTAL FROM FRONT OF FORM				
TOTAL				
COMMISSION DEDUCTED AT			%	
POSTAGE & PACKING				
Vendors must be full or Associate Members of the society. If vendors are not already members, 50p Associate Membership will be deducted.				
NET PAYABLE TO VENDOR				

RECEIVED balance stated and unsold lots
Vendor's signature

Send completed form and lots to The Auction Secretary, Basildon Philatelic Society, 31 Claremont Road, Laindon, Basildon, Essex SS15 5PZ. 01268-414143. The closing date is that published by the Society or when the auction list limit is reached, whichever is sooner.

DON'T DELAY SEND YOUR LIST STRAIGHT AWAY!